

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>00C02822906</u>	DATE POSTED: <u>02/24/22</u>
POSITION NO: <u>241442</u>	CLOSING DATE: <u>03/16/2022 by 5pm</u>
POSITION TITLE: <u>Accounting Supervisor</u>	
DEPARTMENT NAME / WORKSITE: <u>Office of the Controller/Window Rock, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BQ67A</u>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>58,276.08</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>27.91</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Under minimal supervision, maintains a complex automated accounting system to produce and track expenditures and all pertinent financial information, researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function, reviews statements of accounting information and other reports provided by the Nation's general ledger system, provides technical advice and services to program staff with complex problems or special projects, handles difficult accounting activities. Coordinates the work of accountants in managing programs; plans and carries out assignments by applying accounting concepts to resolve management problems, advises and assists management on accounting and financial management matters; examines and interprets accounting data, records and reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and four(4) years of progressively responsible administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis and information systems, two (2) years of which must have been in a lead or supervisory capacity.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge in software proficiency (List applications: Microsoft Word, Microsoft Excel, etc.)

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal accounting operations, accounting principles, theory and practices including governmental accounting.

Knowledge of Generally Accepted Accounting Principles (GAAP) and budgeting principles.

Requires high aptitude, initiative and abilities in the following areas:

to perform detailed and complex numerical computations and reports;

to establish and maintain effective working relationships;

to coordinate activities with external consultants or other services providers;

to speak and write effectively;

to understand and carry out complex, written and oral instructions;

to establish and maintain effective working relationships with superiors, peers, subordinates and other external public officials (federal/state/local).

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.